

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Staff Assistant**

**Department: Executive Branch**

**Pay Grade: GS.09**

**Supervision Received From: Dep. Chief of Staff**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 4/27/23**

**Revision Dates: 4/4/25;**

**10/18/24; 10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this position will handle requests and queries, manage schedules and act as the key point of contact for stakeholders.

**SERIES LEVEL:** This is a stand alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Staff Mayor Tim Kelly at public events and in meetings with various stakeholders;

Manage schedule and event details to best meet expectations;

Handle requests and queries appropriately;

Make travel arrangements;

Write detailed notes from meetings and conversations in which you are staffing the mayor;

Proactively ensure that meetings and appointments remain on time as scheduled;

Ensure that the Mayor is briefed and prepared for all speaking events;

Act as the key point of contact for internal and external stakeholders;

Prepare and execute communications and engagement, including emails, briefing memos, and other communications from the Mayor to internal and external stakeholders.

Delegate tasks and issues brought forward in meetings and events to the appropriate internal staff.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree preferred or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Must hold current and valid driver's license;

SUPPLEMENTAL INFORMATION

#### KNOWLEDGE AND SKILLS

Capable of prioritizing and executing tasks in a fast-paced environment; Highly adaptive to changing plans and environments; Ability to work without a traditional office setting; Flexible in available hours; Excellent oral and written communication skills; Strong interpersonal skills and the ability to communicate with a range of audiences; Keen ability to conduct research and prepare written briefings based upon broad topic areas, including local, regional, and national issues; Ability to assess needs without prompt; Confidence in dealing with senior politicians, the media, and constituents; Must be highly reliable; Proficient in a variety of complex administrative work; Exercise a high level of confidentiality and professional discretion; Strong understanding of calendar management; Extreme time management; A highly professional manner and proactive approach to work; Integrity and an understanding of confidentiality; Quick-thinking and problem solver; Capable of prioritizing and executing in a fast-paced environment; Self-starter; Highly adaptive to changing plans and environments; Excellent oral and written communication skills; Good organizational and research skills; Strong interpersonal skills and the ability to communicate with a range of audiences; Ability to work without a traditional office setting; Flexible in available hours; Strong ability to assess needs; Confidence in dealing with senior politicians, the media, lobbyists, and constituents; Personable; Career-focused; Strong IT skills; Highly reliable; Conscientious and careful attention to detail; Resilient

Highly efficient and receptive to feedback; Capable of communication through several platforms and channels; Responsive for all internal and external inquiries; Manage numerous requests and deliverables simultaneously; Proficient in a variety of complex administrative work; Exercise a high level of confidentiality and professional discretion; Capable of juggling multiple deadlines and commitments without error; Versatile writing skills; Flexible hours of availability; Skillful researcher in local, regional, and national issues; Strong understanding of calendar management and meeting scheduling; Ability to collaborate with internal and external stakeholders; Must be physically able to stand and walk for extended periods

PHYSICAL DEMANDS: Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise

move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.